

# Application Intake & Eligibility

Disaster Recovery Program

# Welcome

**Doralicia Rivera**  
**Disaster Recovery**  
Texas General Land Office

512-861-4956  
[doralicia.rivera@glo.texas.gov](mailto:doralicia.rivera@glo.texas.gov)  
[www.glo.texas.gov](http://www.glo.texas.gov)

# Agenda

- Application Intake Process
- Use of Prior Applications
- Round 1 vs. Round 2
- Evaluation of Applications Received
- Required Reporting
- New HUD Income Calculator



# **Application Intake Process**

# Application Intake Process

- Before application intake can commence, the GLO must approve the Subrecipients Round 2 Housing Guidelines and Affirmative Marketing Plan/Outreach Plan.



*(Further discussion on Affirmative Marketing Plans and /Outreach will be discussed at later session)*

# Pre-screen tools not allowed.

- Subrecipients are not allowed to “Pre-Screen” applications prior to intake.
- Subrecipients must allow applicants to submit an application regardless of their location, eligibility or general inquiry.
- If applicable, call centers may not screen or ask questions from potential applicants. All interested applicants must be encouraged to apply.

- GLO Round 2 Housing Application is required.



**Texas General Land Office**  
Community Development Block Grant (CDBG)  
Disaster Recovery Program

**ROUND 2 HOUSING INTAKE APPLICATION**  
***HOUSING ASSISTANCE ACTIVITIES***  
**INSTRUCTIONS FOR APPLICATION**

- Read the instructions for this application.
- Please type or use **BLUE** or **BLACK** ink. Do not use pencil or other colors of ink. Please write legibly.
- All blanks must be completed or have N/A written in.
- The Applicant (Head of Household) and if applicable, Co-Applicant must sign and date the application.
- Submit application with all the required documentation to:

**Subrecipient Enter Information here:**

|  |
|--|
|  |
|--|

- 1. APPLICANT INFORMATION:** Provide your legal name, an address where you receive your mail (may or may not be the damaged property), an e-mail address (if applicable), your date of birth, and your marital status and other fields.
- 2. CO-APPLICANT INFORMATION:** List other members of the household who hold as much responsibility for the property the applicant. This person is often referred to as the co-owner of the property. Attach additional sheet if there are more than two applicants.
- 3. HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** As of today, list the current Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household, gender, date of birth and marital status. Indicate if any of the members listed are disabled and explain if there are any expected additions to the future household, e.g. birth of a child, adoption, legal custody ruling resulting in an additional household member.
- 4. ALTERNATE CONTACTS INFORMATION:** This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. List contacts who are helping you through this process, if applicable.
- 5. RACE AND ETHNICITY FOR HEAD OF HOUSEHOLD:** This information is being collected to ensure compliance with federal Housing and Equal Opportunity regulations.
- 6. ELIGIBILITY INFORMATION:** The information collected here is important to determine eligibility as it relates to Hurricane Dolly or Hurricane Ike damage to your unit, including principal residency and FEMA registration information.

*Spanish version will  
be made available in  
the next coming days.*

# Subrecipient Application Intake

## Data Capture- Required for Round 2

- Subrecipients must complete information on page 11 of the Round 2 Application. This information will be reported to the GLO on a monthly basis.

For Subrecipient Use Only  
Required Fields  
Complete as information becomes available.

|   |  |
|---|--|
| <p><input type="checkbox"/> HOP Eligible    <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> FEMA Designated High Risk Area</p> <p><input type="checkbox"/> Minority Concentration</p> <p><input type="checkbox"/> Poverty Concentration</p> <p><b>% Area Median Income</b> <i>(verify with HUD Income Limits at time of application)</i></p> <p><input type="checkbox"/> Extremely Low (30%) Income Limits</p> <p><input type="checkbox"/> Very Low (50%) Income Limits</p> <p><input type="checkbox"/> Low (80%) Income Limits</p> <p><input type="checkbox"/> All others who exceed (80%)</p> <p><b>Race of Head of Household:</b></p> <p><input type="checkbox"/> American Indian or Alaska Native    <input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander    <input type="checkbox"/> White</p> <p><input type="checkbox"/> Black or African American    <input type="checkbox"/> Other Multi-Racial</p> <p><b>Ethnicity of Head of Household:</b></p> <p><input type="checkbox"/> Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."</p> <p><input type="checkbox"/> Non-Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> | <p><input type="checkbox"/> Rapid Recovery Pilot Program</p> <p><input type="checkbox"/> Elderly</p> <p><input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Colonia</p> <p><input type="text" value=""/></p> <p>Colonia ID No.</p> |
|---|--|

**Notes- Include Familial Status**



- GLO will provide Subrecipients an excel sheet for required Round 2 Housing Applicant Data. The excel sheet is due monthly on the 10<sup>th</sup> of the following month.



# **Use of Prior Applications**

# Prior Applications

- Prior applications may be considered if they are within the designated targeted areas and approved by the GLO via the Affirmative Marketing Plan.
- All applicants must use and submit a Round 2 Application, prior Round 1 Applications are not allowed.
- Subrecipients must review each application received to ascertain whether they qualify under the new program guidelines.

**Round 1 vs. Round 2**  
**What is the difference?**

# Round 1 vs. Round 2? What's the difference?

## *General*

- Required targeted outreach (HOP Applicants are priority) is based on the Subrecipient Needs Assessment.
- In addition to submitting Housing Guidelines, Subrecipients must submit an Affirmative Marketing/Outreach Plan for GLO approval.
- LMI is the only National Objective available for use under Round 2.

# Round 1 vs. Round 2? Continued...

## *Eligibility*

- Aside from the Round 1 applicant requirements, new to Round 2, HOP Applicants can not:
  - have any liens on the property;
  - owe any property taxes and;
  - have a clouded title (title assistance may be available, contact GLO for assistance)

# Round 1 vs. Round 2? Continued...

*HOP applicant's will work with a mobility counselor throughout the HOP Program. Additional information on HOP is fourth coming in the HOP session.*

# New HUD Income Calculator

<https://www.onecpd.info/incomecalculator/>



# HUD released a new tool for calculating income.

- Helps Subrecipients to calculate income eligibility of applicants.
- Automated (no more manual calculation).

The screenshot displays the 'OneCPD Resource Exchange' website. The header includes the HUD logo, 'COMMUNITY PLANNING DEVELOPMENT', and the site title. A navigation bar contains links: ABOUT ONECPD, NEWS, FIND A RESOURCE, ASK A QUESTION, REQUEST ASSISTANCE, EVENTS, and LEARNING CENTER. The main content area is titled 'CPD Income Eligibility Calculator'. It features a welcome message, a list of HUD CPD programs (BEDI, CDBG, HOME, HOPWA, NSP, Section 108, SHOP), and instructions for using the calculator. On the right side, there are two registration prompts: 'Already Registered?' with a 'Sign In' button, and 'Need to Register for the CPD Income Eligibility Calculator?' with a 'Register Now' button. The 'Register Now' button and its surrounding text are circled in red. Below the registration prompts, there is a note about the 15-minute calculation time and a list of required items for use.

OneCPD Resource Exchange

ABOUT ONECPD NEWS FIND A RESOURCE ASK A QUESTION REQUEST ASSISTANCE EVENTS LEARNING CENTER

### CPD Income Eligibility Calculator

Welcome to CPD's Income Eligibility Calculator, an interactive tool that makes determining the income eligibility and assistance amounts for beneficiaries of CPD programs as easy as 1-2-3. Simply enter the requested data and this calculator will work behind the scenes to generate a summary of results for each beneficiary. You should then print out the summary and include it as part of the beneficiary's file.

The calculator currently performs income eligibility and assistance amount calculations for the following HUD CPD programs:

- Brownfield Economic Development Initiative (BEDI)
- Community Development Block Grant Program (CDBG)
- CDBG Disaster Recovery Assistance
- HOME Investment Partnerships Program (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Neighborhood Stabilization Program (NSP)
- Section 108 Loan Guarantee Program
- Self-Help Homeownership Opportunity (SHOP)

PLEASE ALLOW AT LEAST 15 MINUTES TO COMPLETE EACH APPLICANT'S CALCULATION SUMMARY. To help ensure the privacy of applicants, the calculator requests that you input a Beneficiary ID and Member IDs instead of the last and first names of family or household members. The calculator will allow you to save and/or edit the calculations you have completed for beneficiaries for up to 13 months.

Before getting started, it is best to know the mix of programs that may be funding an activity, identify which CPD program has the most restrictive income determination requirements, and follow that program's path within the Income Eligibility Calculator. In addition, you should have the following items available:

- A printer (or, a writing instrument and a piece of blank paper);
- Any previous income determinations completed for the beneficiary; and
- Documentation of income for all members of the beneficiary's family or household.

Already Registered?  
Sign in now and complete a previous calculation or start a new one.  
[Sign In](#)

Need to Register for the CPD Income Eligibility Calculator?  
[Register Now](#)

By registering with [onecpd.info](#) you agree to our [liability and privacy policy](#).

# HUD Income Calculator

- The HUD Income Calculator assists Subrecipients to determine income eligibility but it does not replace the need to:
  - collect, verify and file third party source documents.

TEXAS GENERAL LAND OFFICE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAM



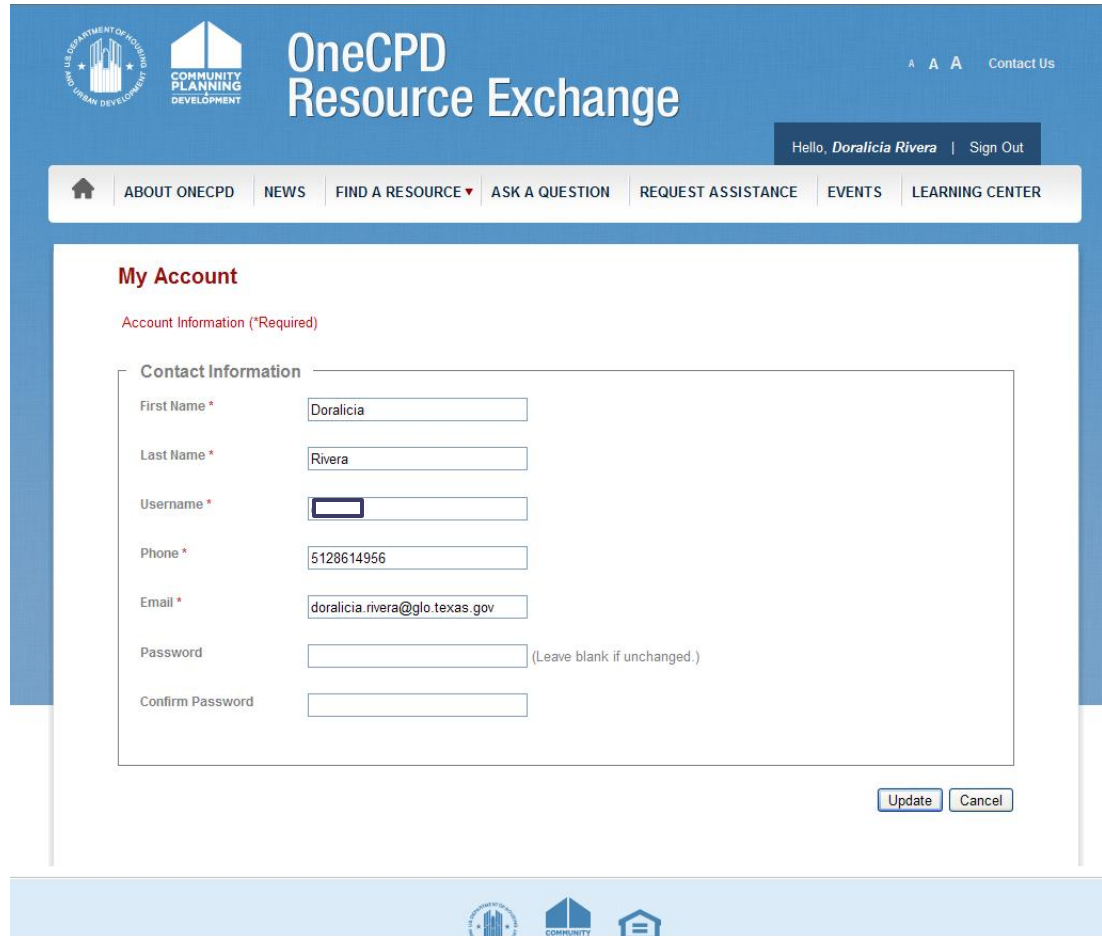
| Verification of EMPLOYMENT  |      |                  |       |
|---|------|------------------|-------|
| Subrecipient Name:  |      | Contract Number: |       |
| Address:  |      |                  |       |
| Phone:  | Fax: | Email:           |       |
| Applicant Name:   |      |                  | Date: |
| Address:  |      |                  |       |
| RELEASE: Applicant's signature here or on attached "Eligibility Release (Form 14.21)" authorizes the release and/or verification of the requested employment information. |      |                  |       |
| Signature of Applicant  |      | Date             |       |

#### Authorization and Verification

Federal regulations require verification of employment and income of all members of any household applying to participate in the Community Development Block Grant Disaster Recovery Program. We ask your cooperation in supplying this information to the

# Create an individual account...

- Register
- Log In



The screenshot displays the 'OneCPD Resource Exchange' website. The header includes the U.S. Department of Housing and Urban Development logo, the 'COMMUNITY PLANNING DEVELOPMENT' logo, and the site title. A user is logged in as 'Doralicia Rivera'. The main navigation bar contains links: Home, About OneCPD, News, Find a Resource, Ask a Question, Request Assistance, Events, and Learning Center. The 'My Account' section is active, showing 'Account Information (\*Required)'. The 'Contact Information' form contains the following fields:

| Contact Information |   |
|---------------------|---|
| First Name *        | <input type="text" value="Doralicia"/>                      |
| Last Name *         | <input type="text" value="Rivera"/>                         |
| Username *          | <input type="text" value=""/>                               |
| Phone *             | <input type="text" value="5128614956"/>                     |
| Email *             | <input type="text" value="doralicia.rivera@glo.texas.gov"/> |
| Password            | <input type="password"/> (Leave blank if unchanged.)        |
| Confirm Password    | <input type="password"/>                                    |

At the bottom right of the form are 'Update' and 'Cancel' buttons. The footer contains logos for the U.S. Department of Housing and Urban Development, OneCPD, and a house icon.

- HUD's Income Calculator maintains the applicants record for 13 months.

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HUD has a Webinar and training materials on how to use the income calculator at:

<https://www.onecpd.info/incomecalculator/>

# **Thank You Q&A**

**Doralicia Rivera  
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[doralicia.rivera.glo.texas.gov](mailto:doralicia.rivera.glo.texas.gov)**